WEB BASED KN LES RETRIEVE & PRINT SYSTEM
USERS MANUAL

1.   Minimum Requirement.

      A. Windows 98, Windows NT WorkStation or Windows 2000 Professional Operating Systems.

      B. Korean language must be selected in the language settings for the system under the Regional Options.

      C. Internet Explorer must be above release 5.5.

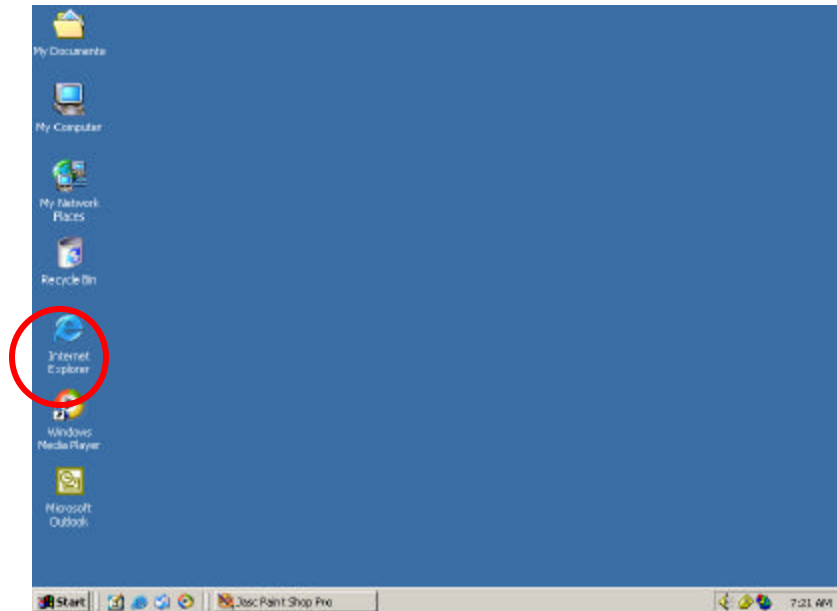   D. 128bit encryption must be turned on.

      E. Pentium II processors and above.

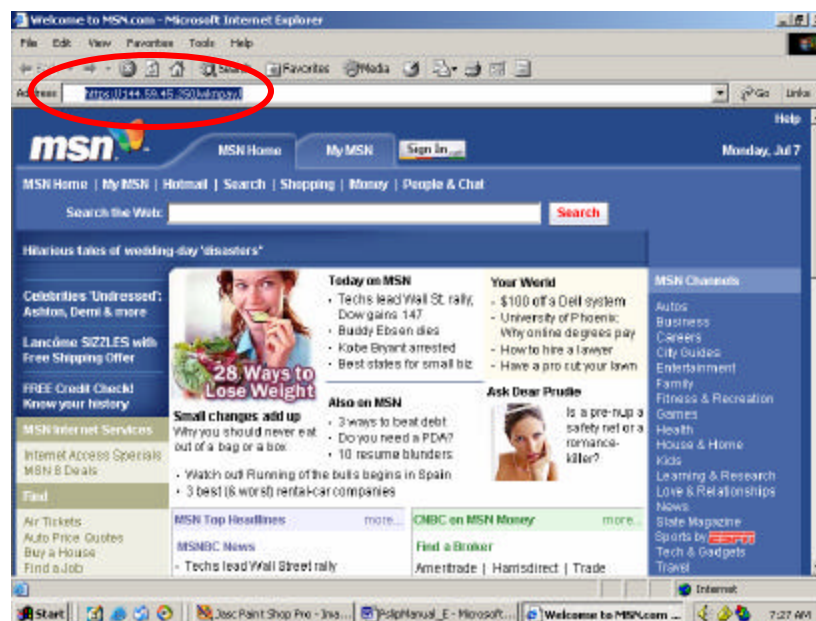   F. Adobe Reader Korean Version 5.1 or English Version 6.0. It is on KN Pay Home Page.

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2. Download and Install Procedure.
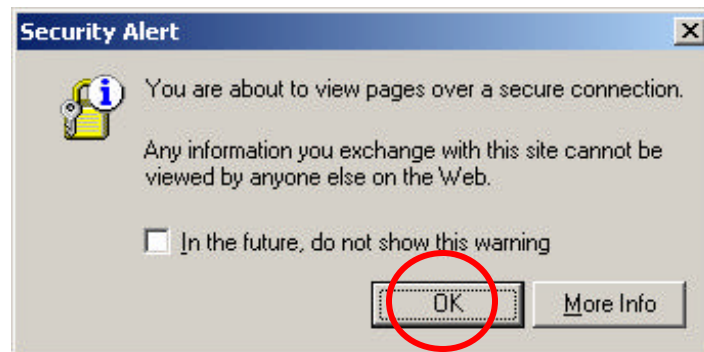
    A. Click the Internet Explorer Icon on your PC.

    B. Type "https://144.59.45.250/wknpay/" in the Address Bar Area of Internet Explorer and Press the 'Enter' key.
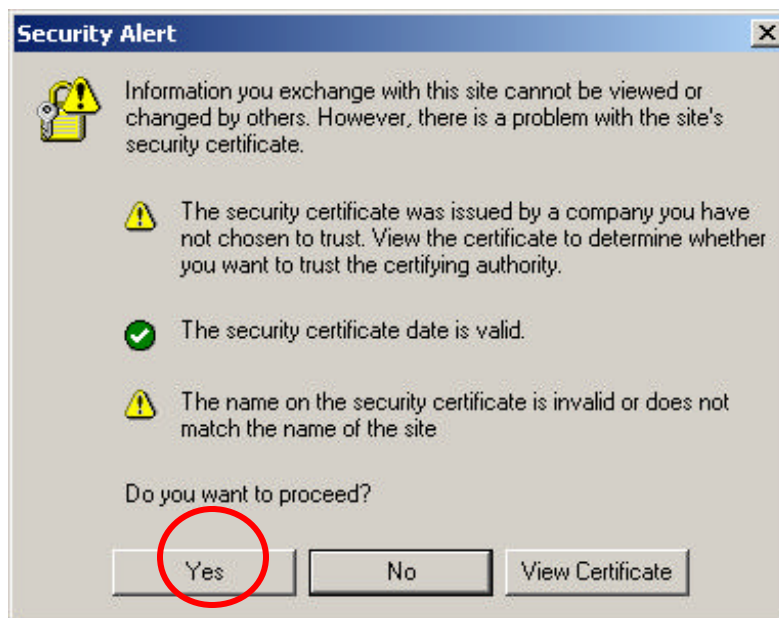
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C. The system may prompt you with a Security Alert dialog box, click on "OK" to proceed.
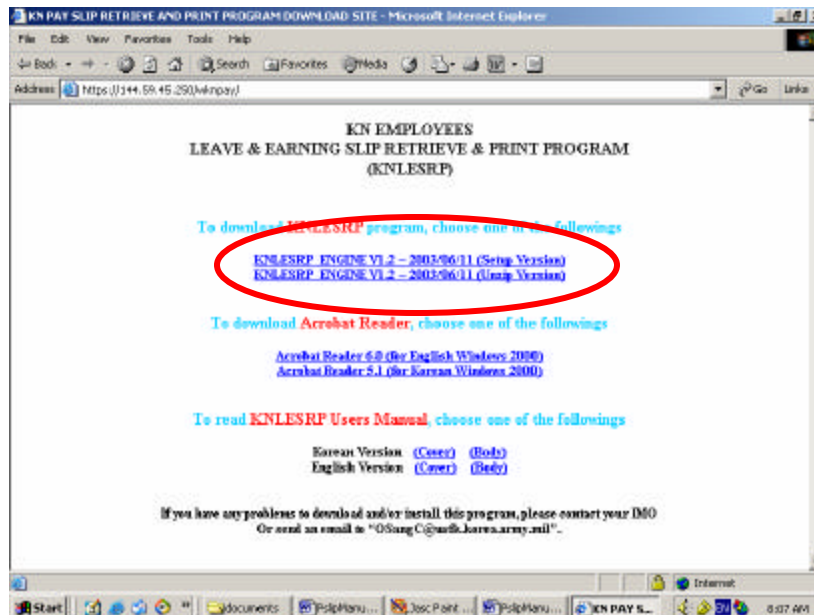

D. The system may also prompt with another Security Alert dialog box, click on "Yes" to proceed.
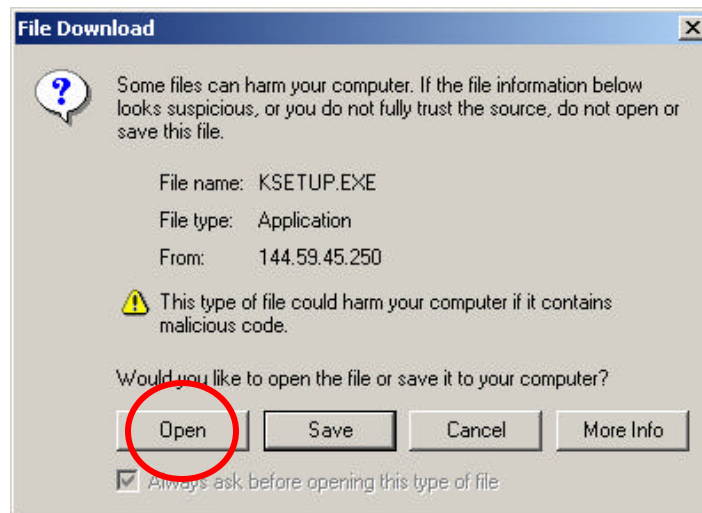
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      E. If you have administrator's privileges, click the "Setup Version" link in the center of the screen and go to step "F". Otherwise, click the "Unzip Version" and go to step "N".
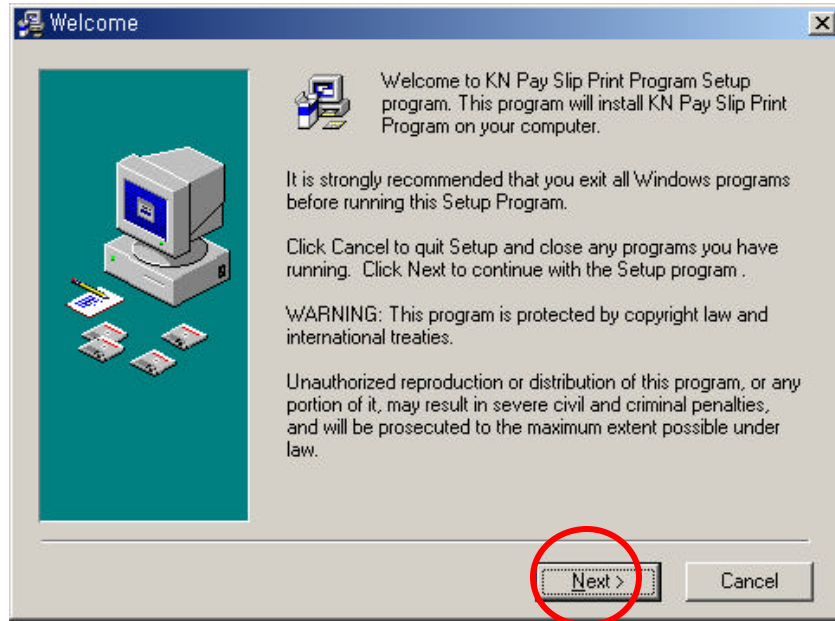

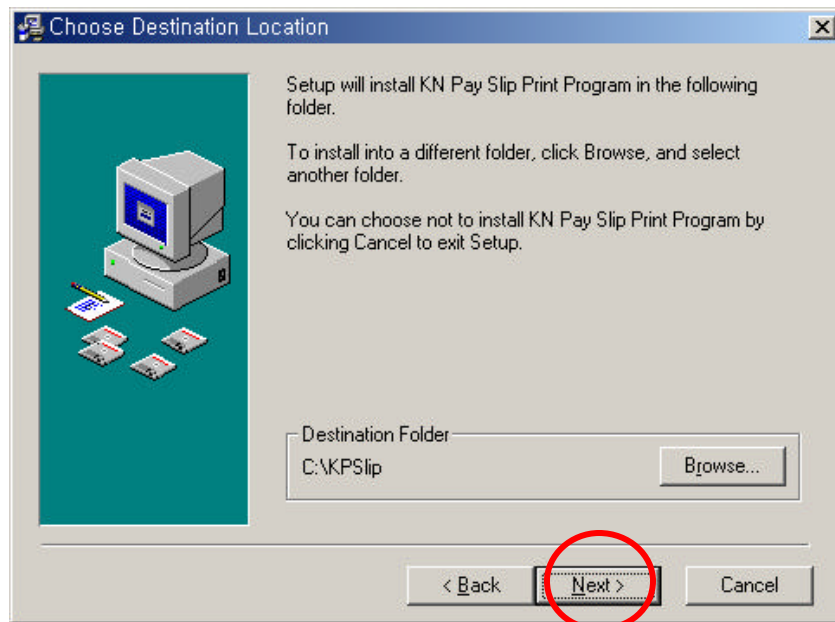   F. Click on "Open" to install the KNLESRP Engine.

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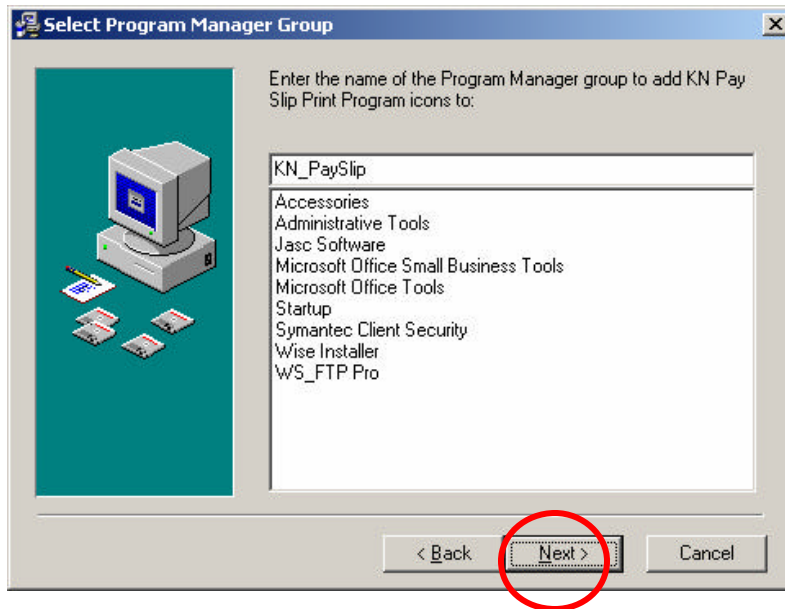G. Click on the "Next" button to continue the installation setup.

H. Click on the 'Next' button to accept the default installation directory or click on the 'Browse' button to choose another location
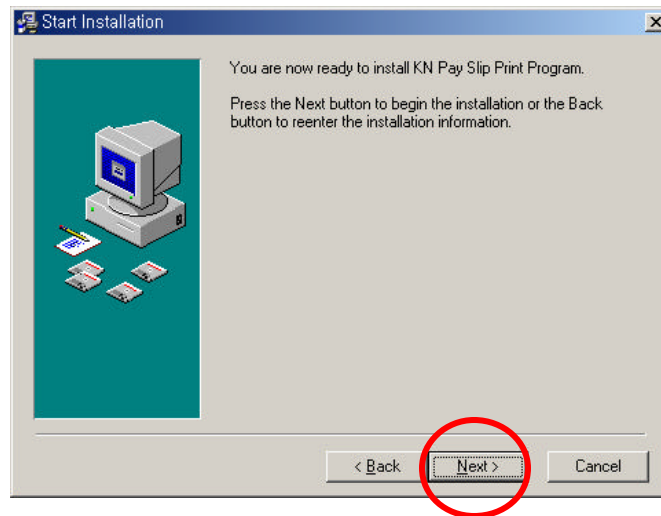
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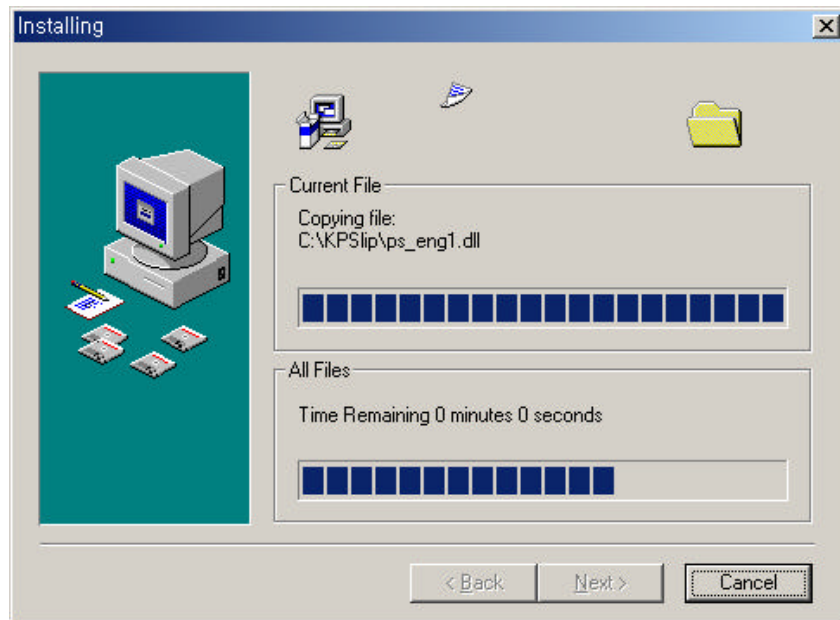I.   Click on the "Next" button to accept the default Program Manager name.

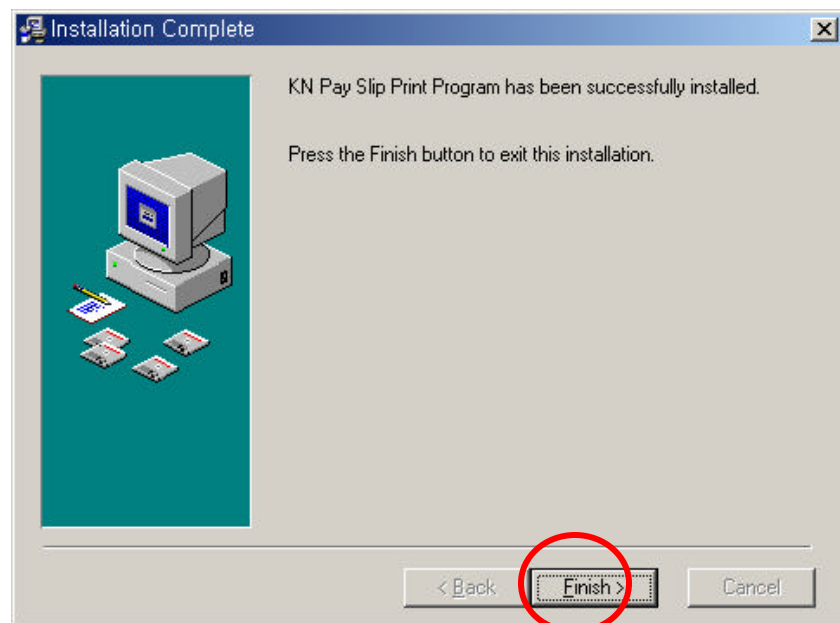J.   Click on the "Next" button to start the installation

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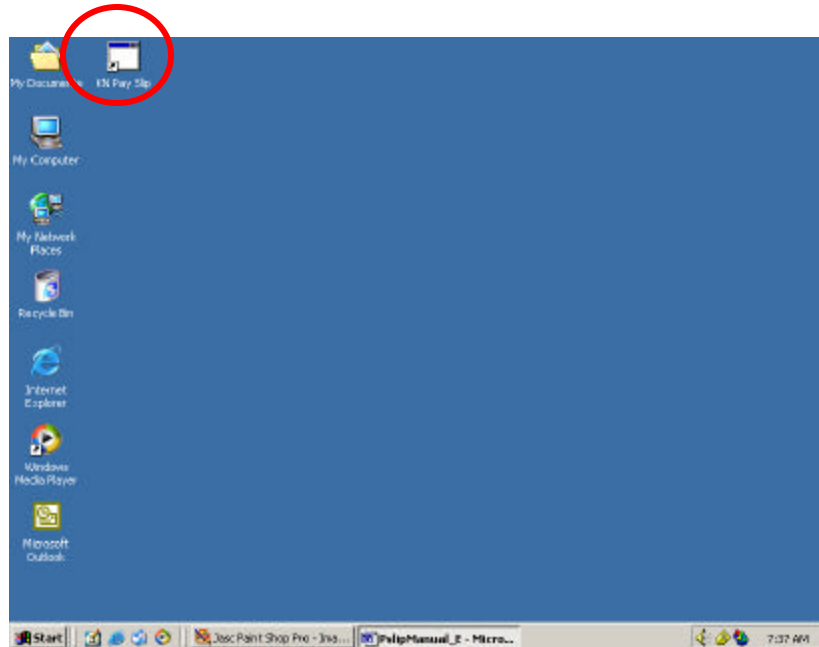K. The installation status is displayed on the progress bars.

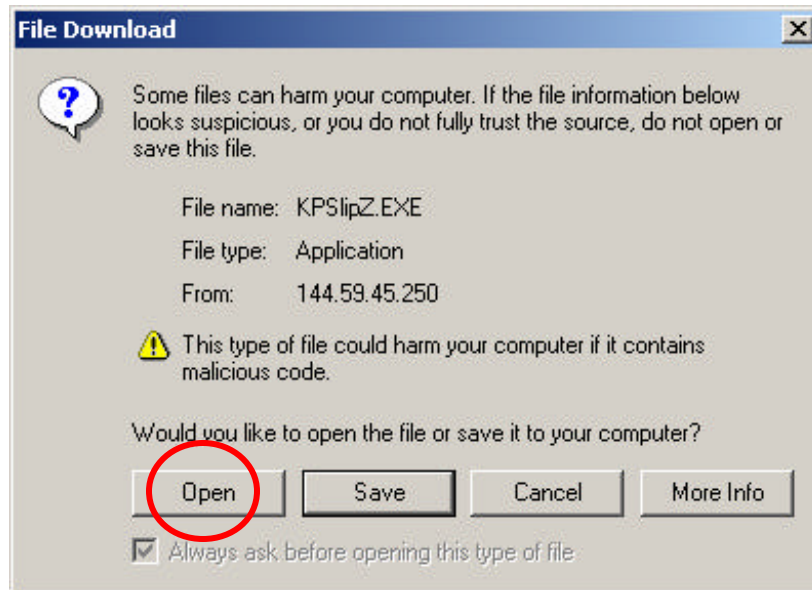L. Click on the "Finish" button to complete the installation.

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M. The KN Pay Slip Icon will be on your Desk Top screen.   Go to paragraph 3 for execution of this program.
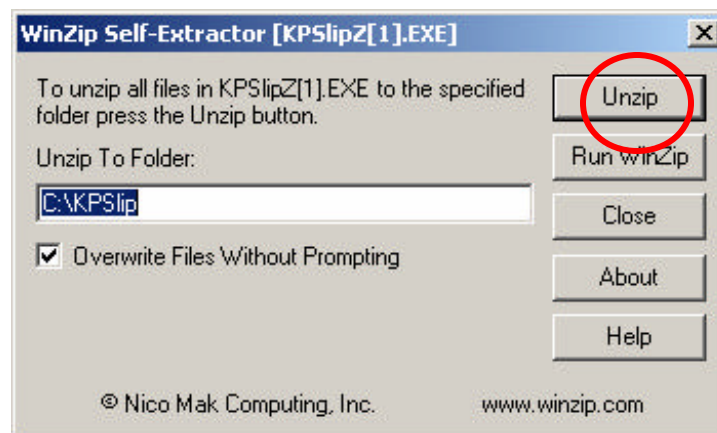
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N. Click on "Open" to install the KNLESRP Engine.

O. System will display the progress bar very shortly and then display the following dialog box. Click on "Unzip" if you want to install using the default directory. Otherwise, type in the name of the folder where you would like to store the files.
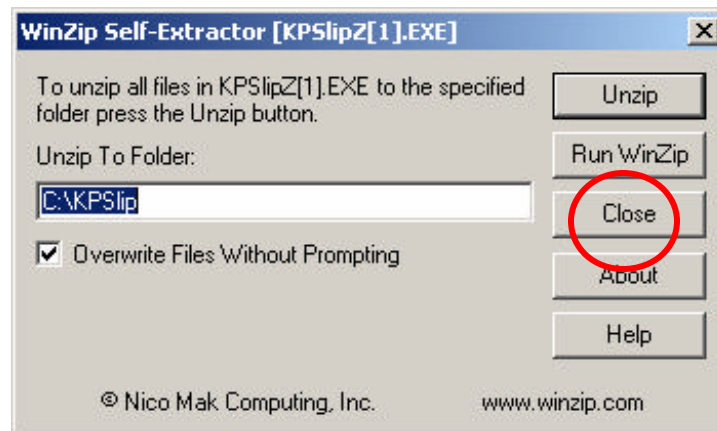
P. System will display progress bar for a short time and then display the WinZip Self- Extractor dialog box. Click on "OK" button.
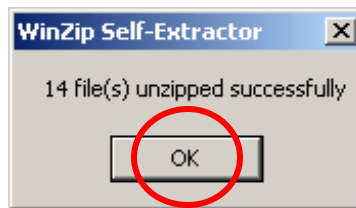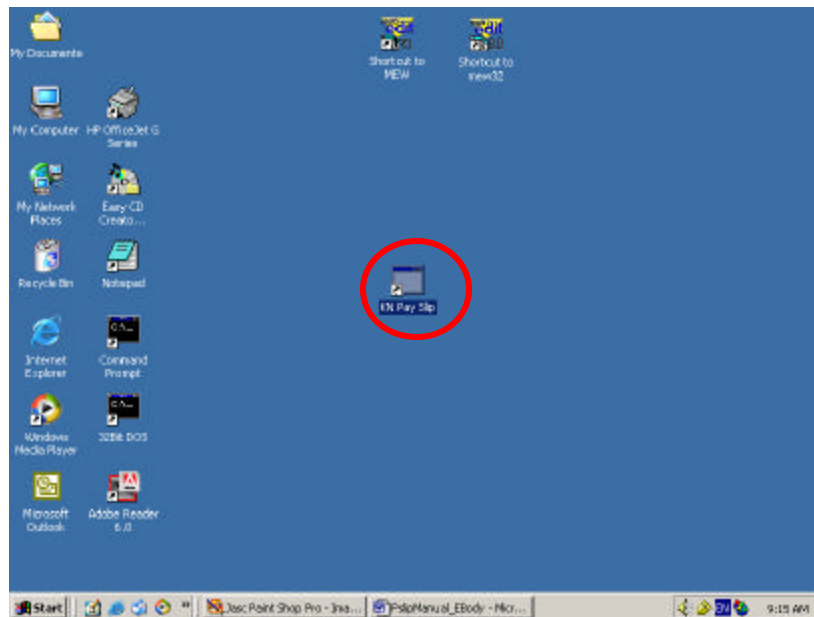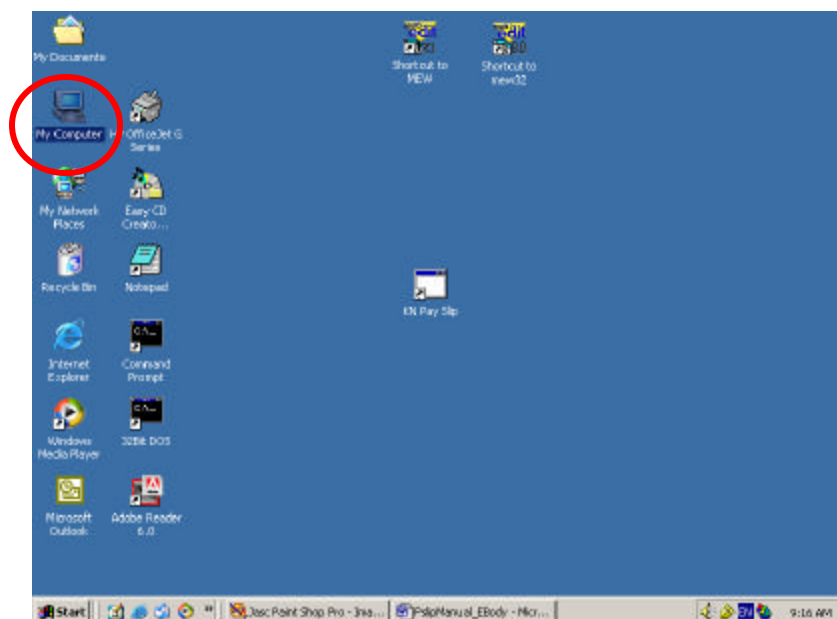

Q. Click on "Close" button to exit to desk top screen.

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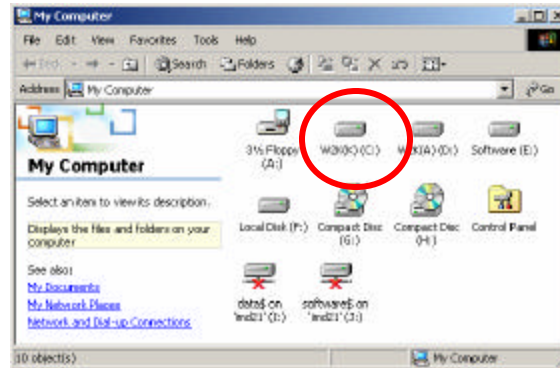R. If the "KN Pay Slip" icon does not appear on your screen, …
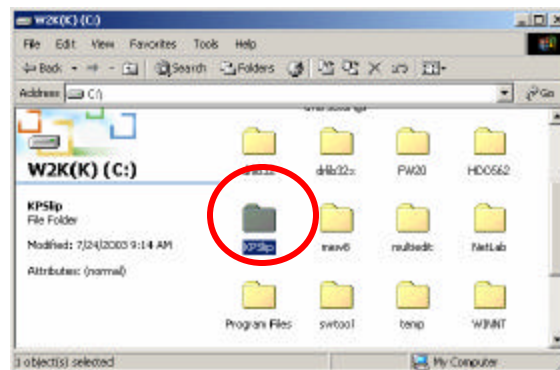

S. Double click on "My Computer".

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T. Double click on "(C)" drive or installed drive icon.

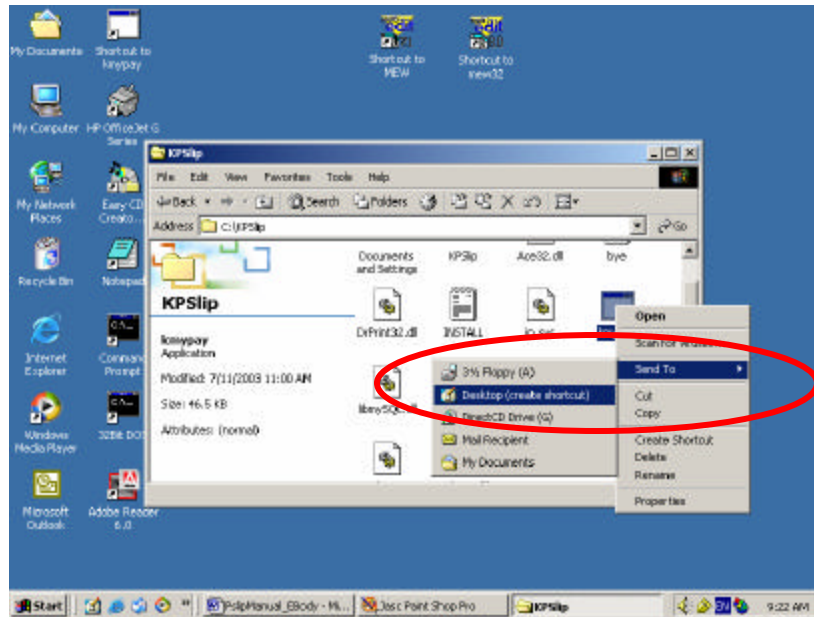U. Find folder "KPSlip" folder or the folder you defined and double click on it.

V. Find file "kmypay(.exe)" icon and highlight it and then right click on the icon using the right mouse button.

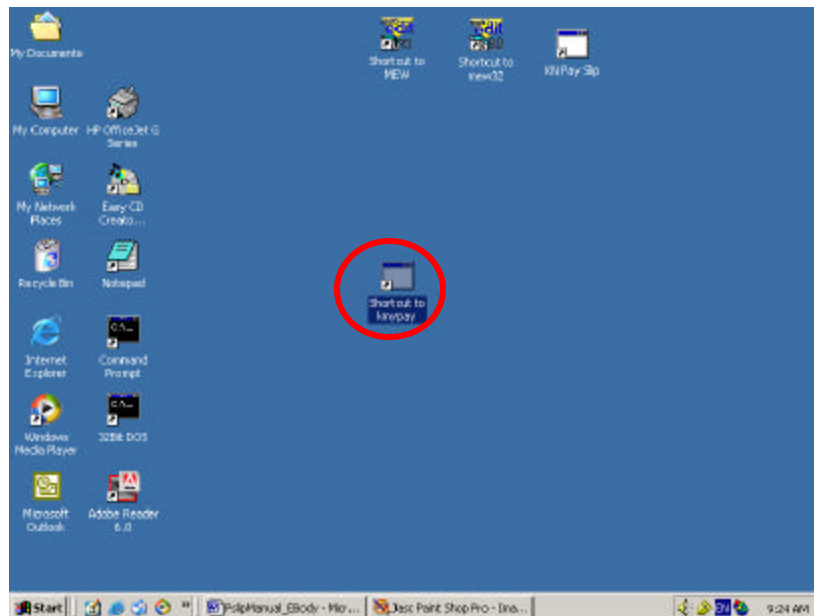WEB BASED KN LES RETRIEVE & PRINT SYSTEM
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W.   Click "Send to" and select "Desktop" to create shortcut.
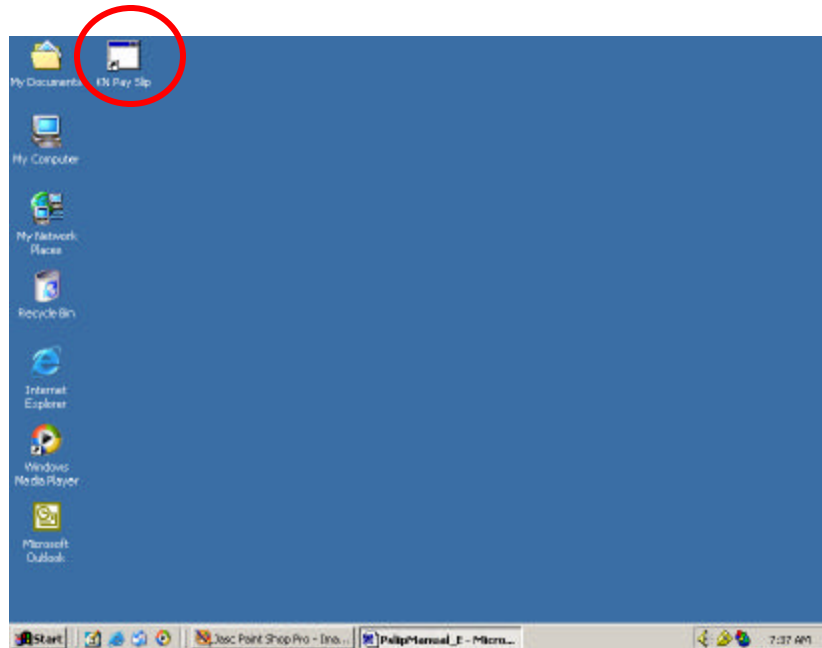

X. Now, you will see the "Shortcut to kmypay" icon.   You can rename it to whatever you want by clicking the right mouse button.

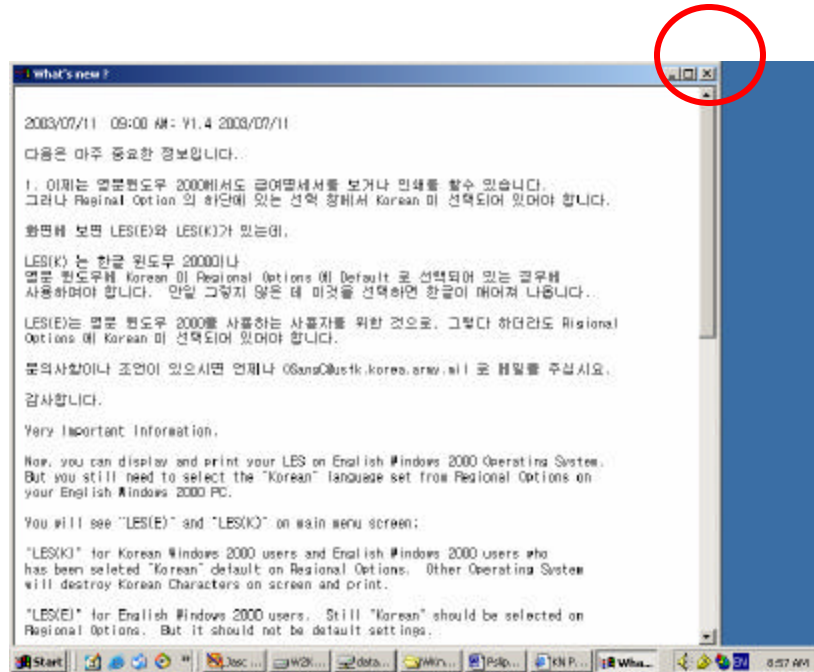WEB BASED KN LES RETRIEVE & PRINT SYSTEM
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3. Execution of Program.

    A. **KN Pay Slip Icon**   The following exhibit shows the KN Pay Slip Icon on the PC's Desk Top Screen.   Double click the "KN Pay Slip" Icon to execute the KNLESRP system.
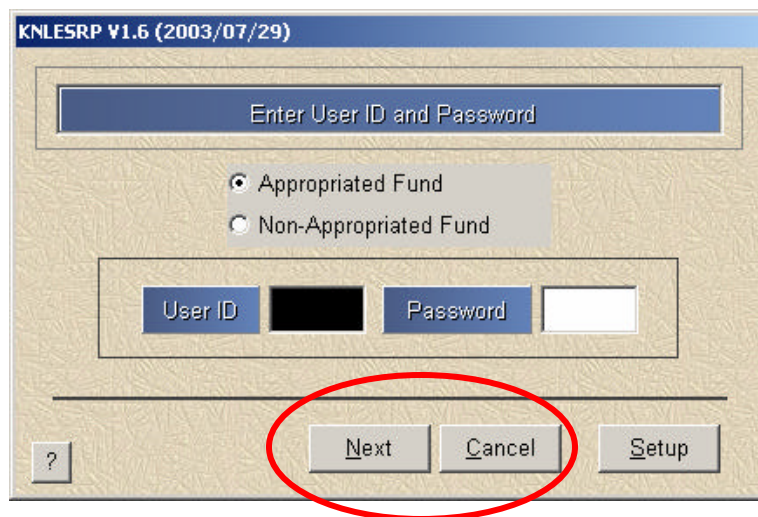
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  B. **Release Note**. The system will display the release notes when the program has been changed. Please read them carefully. Click on the 'X' button to close this screen. Click on the KNLESRP Icon to start the program.
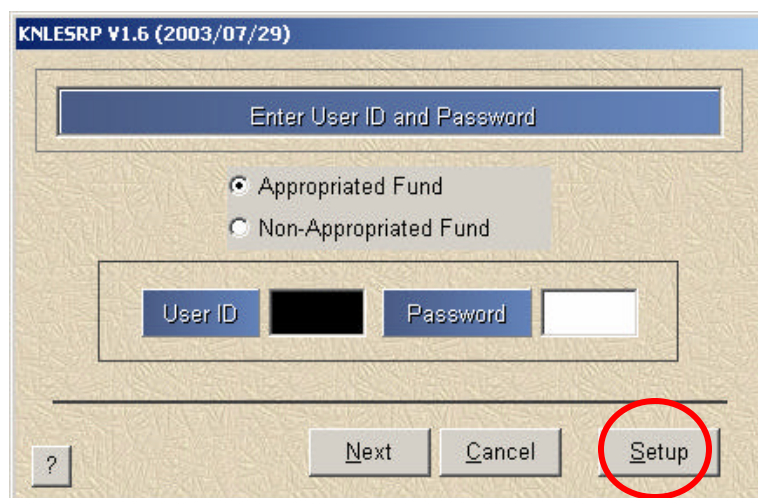
C. **User Validation Screen.**   The User Validation Screen is displayed when you enter the KNLESRP program. Select your fund type by clicking on the radial button next to the appropriate category. In the User ID field type your 6 digits payroll account number. In the password field, type in the last 7 digits of your KN Identification Number. To proceed, click on "Next" button. Click on "Cancel" button to exit the program. This will return you to Windows Desk Top Screen.
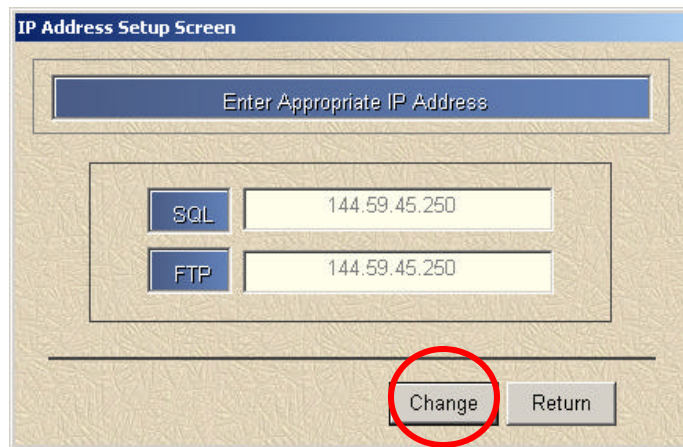

D. **Setup Option.**   This system uses SQL Server and FTP Server. If you have a connection problem, verify the IP address setting by clicking on "Setup" button.

E. **IP Address Setup Screen.**   The following screen will show you current IP address setting. ONLY your System Administrator is allowed to change the IP Address.

Enter administrator's User ID and Password to change IP Address.

F. **Main Menu.**   The Main menu will display when you input a valid account number and password.   Click on desired option or select ☒ to exit from the program.

7 options are available.

      a) LES Retrieve and Print for Korean Windows Operating System.

      b) LES Retrieve and Print for English Windows Operating System.

      c) Setup LES acquiring method.

      d) Maintaining home address and zip code.

      e) Select a printer.

      f) Password Setup.

      g) Exit from program.

G. **Retrieve and Print LES (for Korean Windows)**. The following dialog box will display if you select **LES (K)** option. Select the desired pay month and click on "Next" button. To return to main menu screen, click on "Cancel" button.
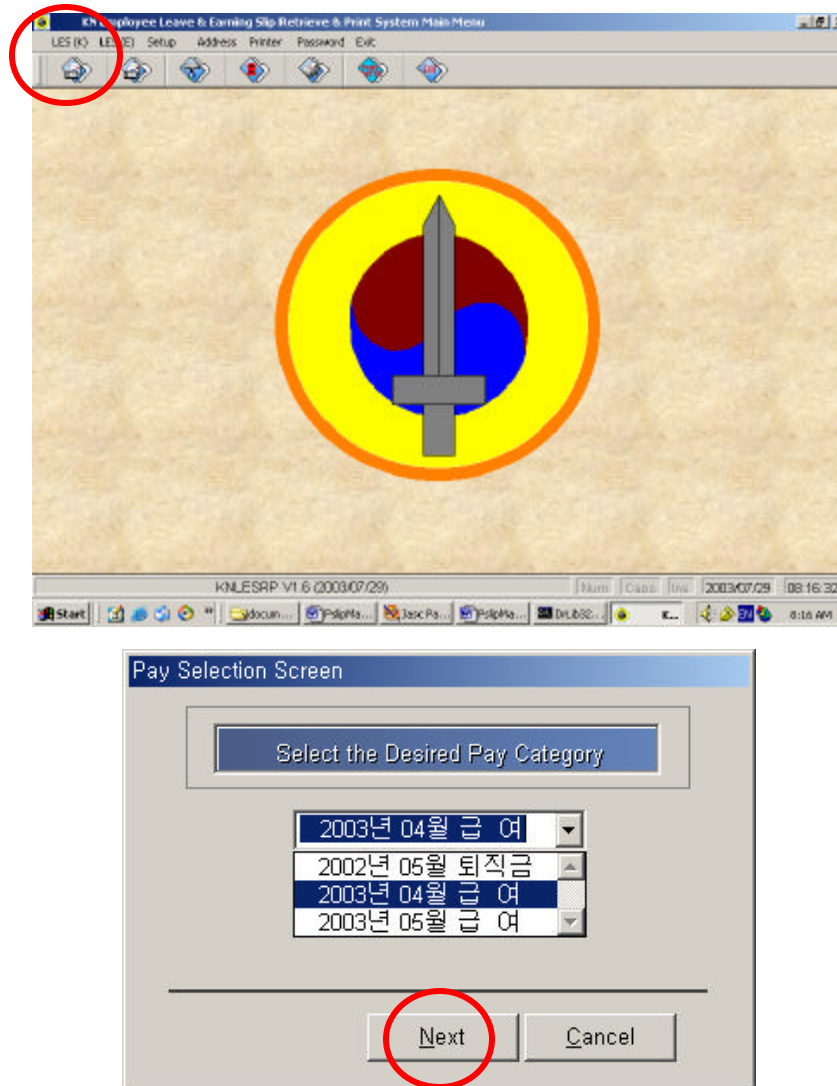
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      H. **LES (for Korean Windows)**. The following is an example of an LES that will appear on your screen. You can print it to your default printer by selecting option. To exit, select or exhibit.
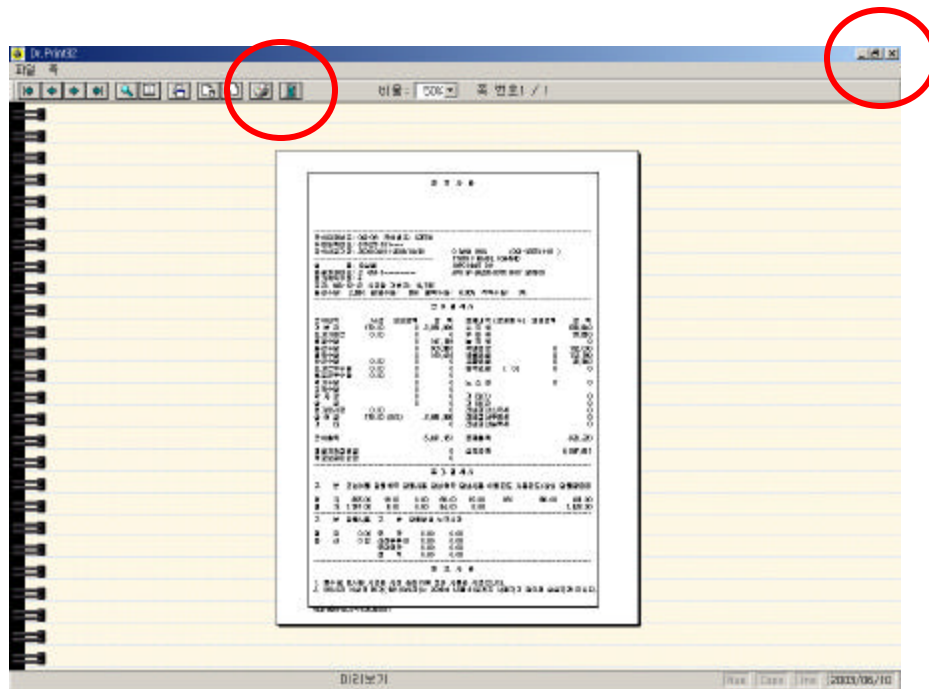
I. **Retrieve and Print LES (for English Windows)**. The following dialog box will display if you select **LES (E)** option. Point your mouse on the desired pay month and double click to display LES. To return to main menu screen, click on "Cancel" button.

Double Click
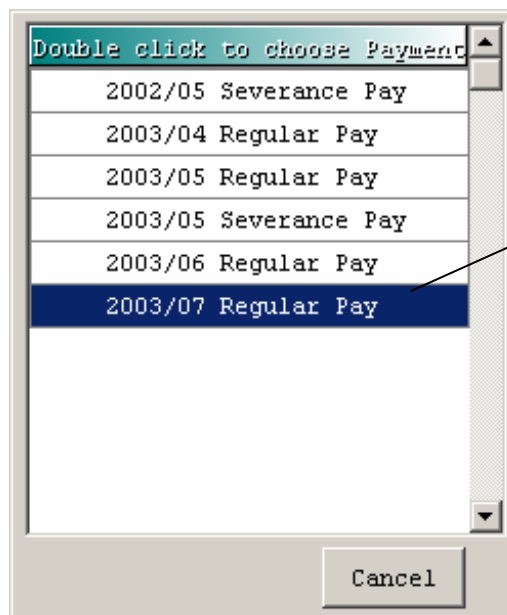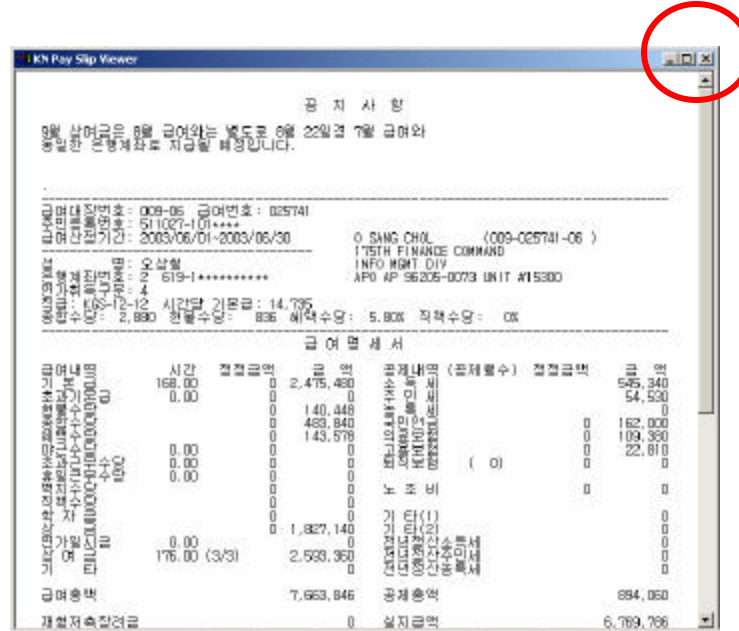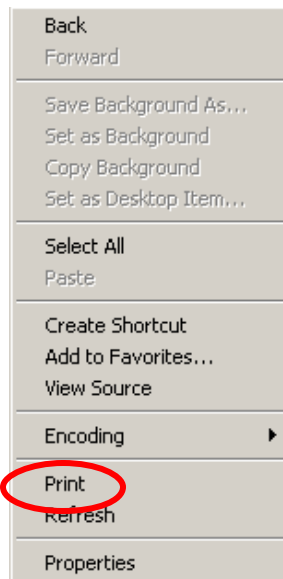
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   J. **LES (for English Windows)**. The following is an example of an LES that will appear on your screen.
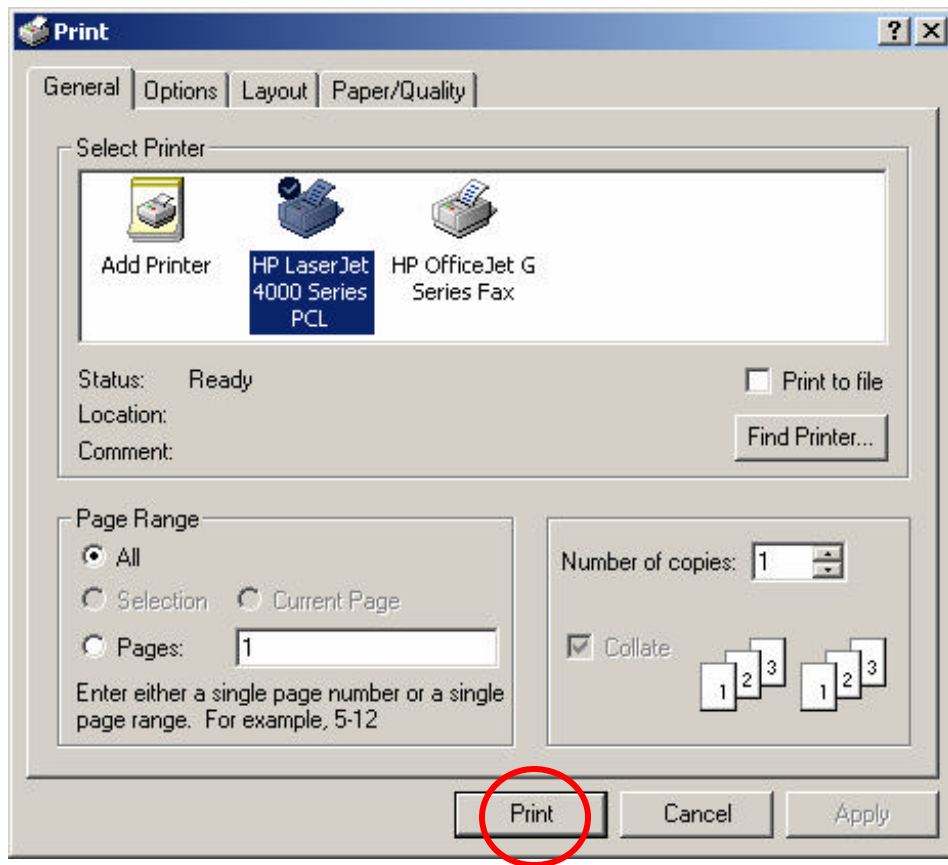

To print, click the right button on your mouse and click on "Print" option. If return to main menu from LES display screen, click on "X" that is on most top and right corner.

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If you get the following dialog box, choose the printer you want and click on the "Print"
option. If you do not want to print, click on "Cancel" option.

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K. **Set Up LES Acquiring Method**.   There are three different way of getting your LES. They are through Internet Access, Email from your local finance offices, and hardcopy printed LES through office distribution This menu option allows you to choose how you want to acquire your LES.
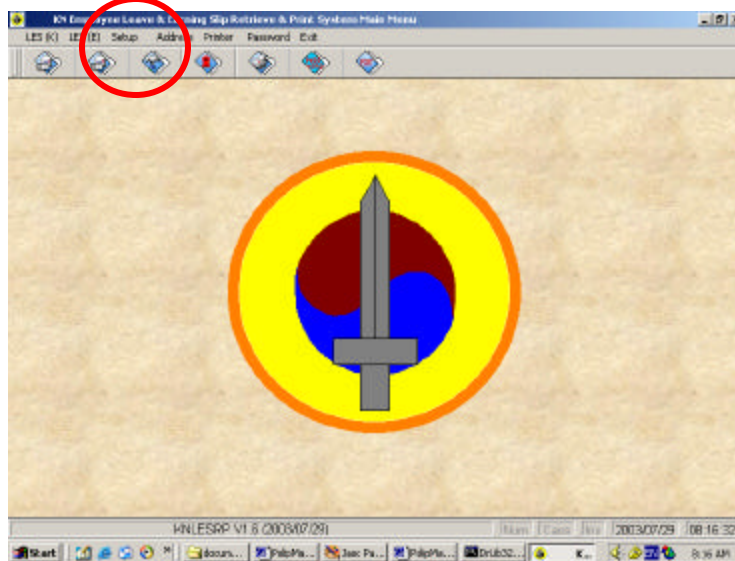

After clicking on Set LES Print Method, the following dialog box is displayed. You can select to receive your LES by Internet, Electronic Mail, or by Army Mail. If you choose the Internet or Electronic mail option, you will be asked if you would like to stop printing the paper copy of your LES. If you click on the check box we will stop printing the paper copy of your LES.

Selecting the 'By Email' radio button will let you input your email address in the blank field. You can view your existing electronic mail address or enter your current electronic mail address in blank field.   After inputting your email address, select "Save" to save your input. Select 'By Army Mail' to continue receiving your paper LES through distribution.   Click the "Cancel" button will return you to main menu without saving your changes.
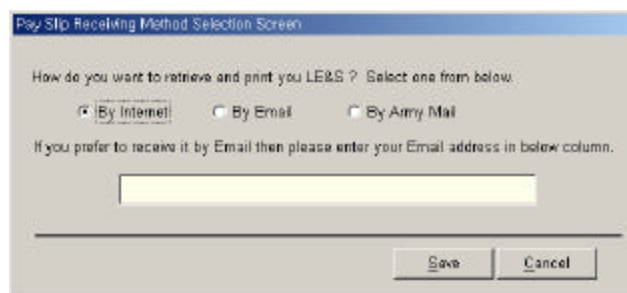
L. **Change Home Address**. You can change your home address for the master file of the KN Payroll System by yourself.   This provides the KN Payroll system the most recent information for your home address.
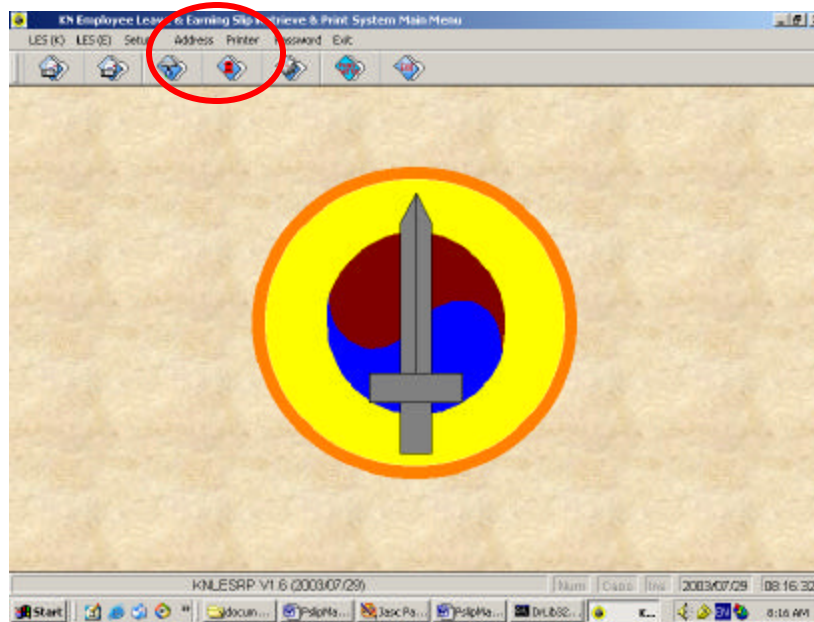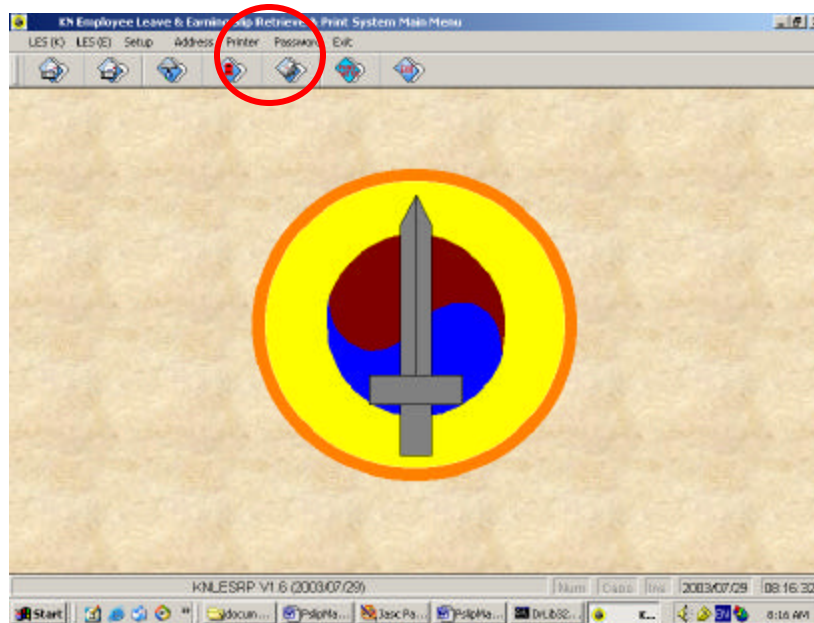

You will see following dialog box. Select Change Home Address and you will be able to input your postal mail address in blank field. After inputting your postal mail address, select "Save" to keep your changes. Selecting "Cancel" will return you to main menu without saving your changes.
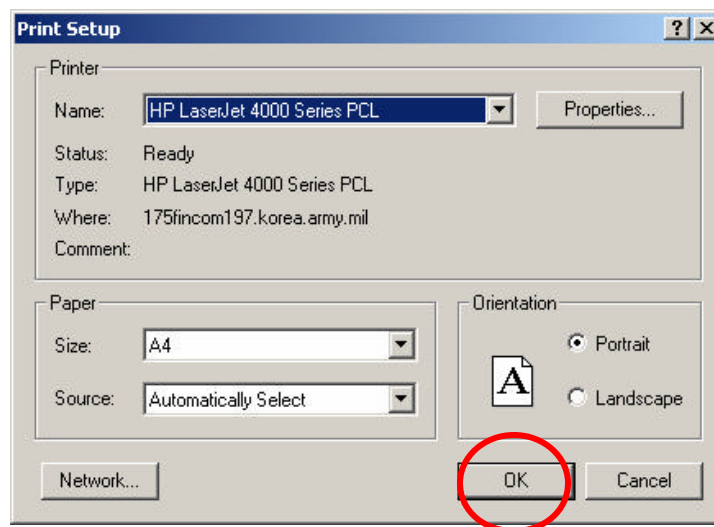
M. **Select a Printer**. Click on "Printer" to choose a printer you want to print your LES.

You will see the following dialog box or similar to it. It will be different depending on your printer setup. Choose desired printer and click on "OK" button. "Cancel" will exit to main menu without selection.

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N. **Password Setup**.   Click on "Password" to setup password.
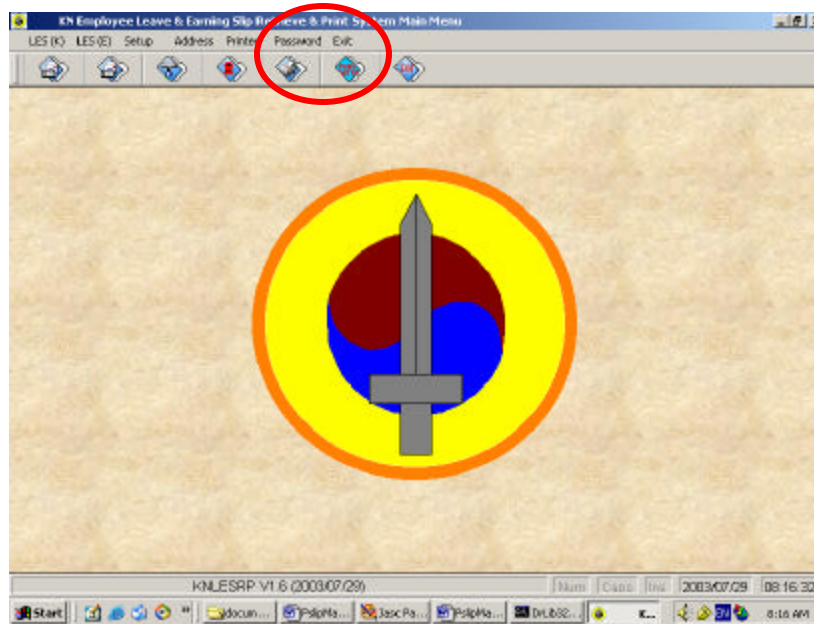
Put your old password and new password.   Confirm your new password by entering
password again in "Confirm Password" field.   For password reminder in paragraph "4", put
your own question and answer for the question and answer fields.   Then, click on "Save"
button.

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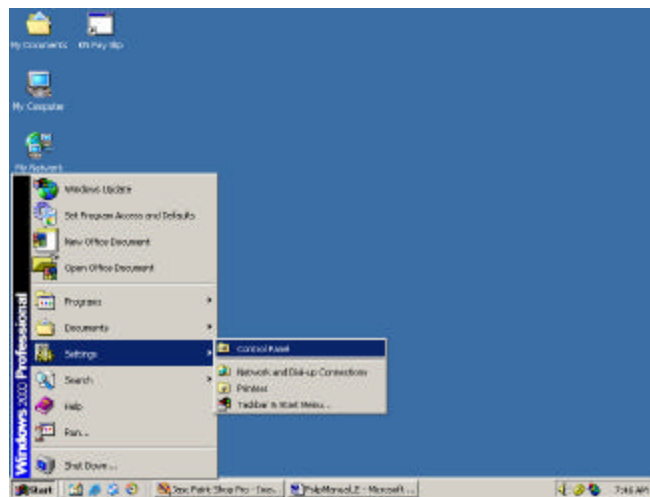USERS MANUAL

O. **Exit from KNLESRP**. To exit from KNLESRP, select Exit option.

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4. **User for English Windows Operating System.** If your PC does not display Korean Characters correctly on your English Version of Windows Operating System, you need to change regional options on your PC or you need to install "IME" option to handle the foreign character which is "Korean" character set by your English Windows Operating System.   Here is the instructions for the Windows 2000 Professional OS.

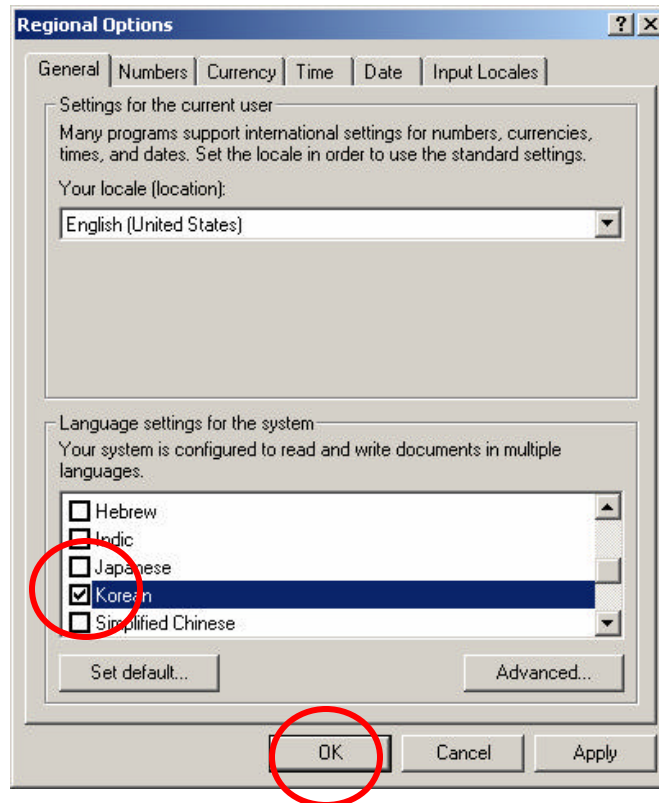   A. Click on "Start", "Settings" and "Control Panel".


Click on "Regional Options".
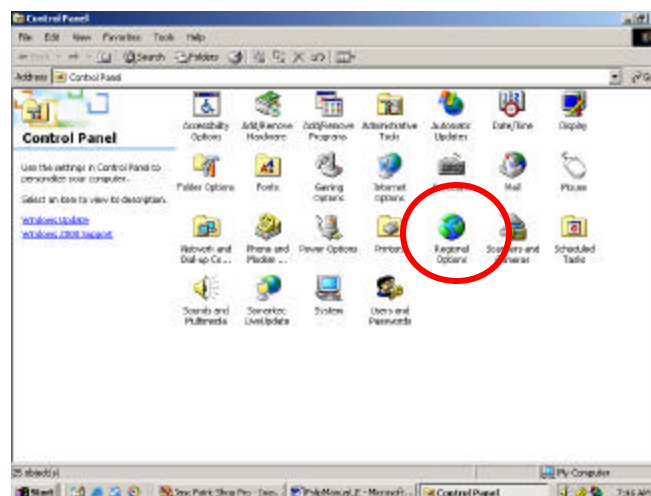
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B. Select the "Korean" on "Language settings for the system" and click on "OK" button.

C. The system will display "Select System Locale" dialog box. Select the "Korean" if you do not have any system conflict with other applications and click on "OK" button".   If you have conflict with other applications such as "ATLAS", "PRWEB" and so on, please do not select "Korean". Leave it as "English". You still can print your LES using "LES (E)" option from main menu. If you choose the "Korean" locale, you can use the option "LES (K)" to retrieve and print your LES.
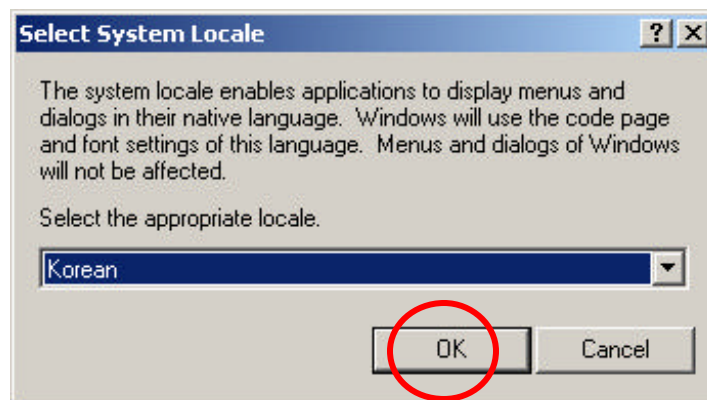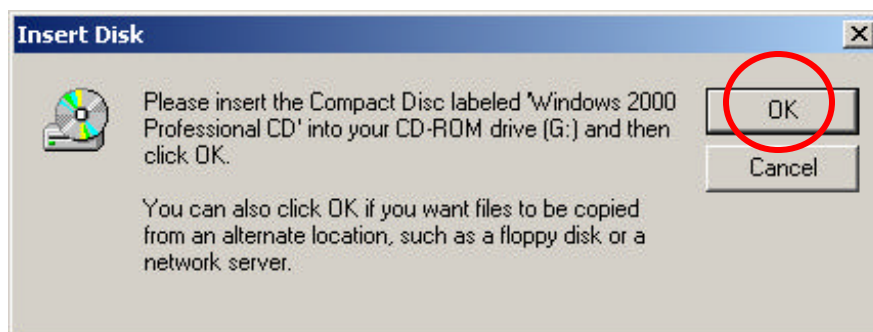
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D. To save your changes, click on "OK" button. "Cancel" will return to main menu without saving your selection.
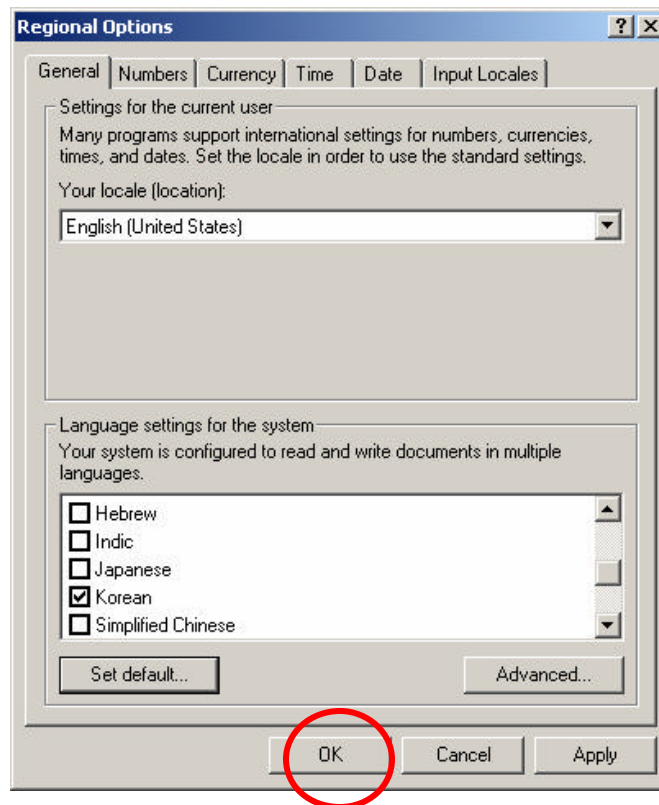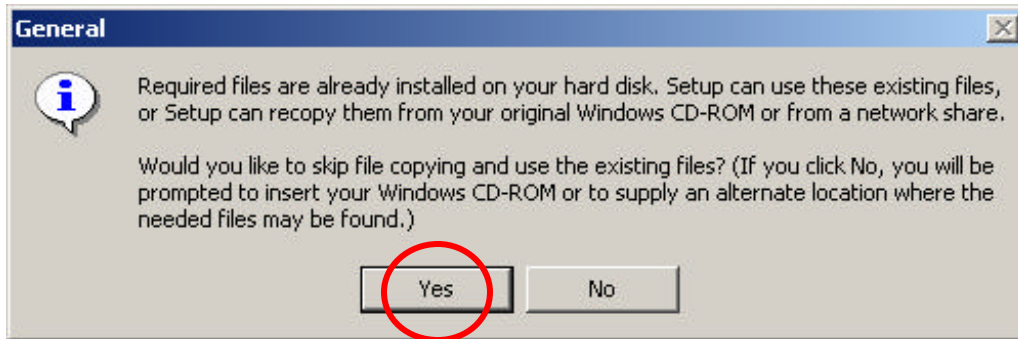

E. If you get the following prompts, please insert the Windows 2000 CD in your CD ROM device and click on "OK" button.
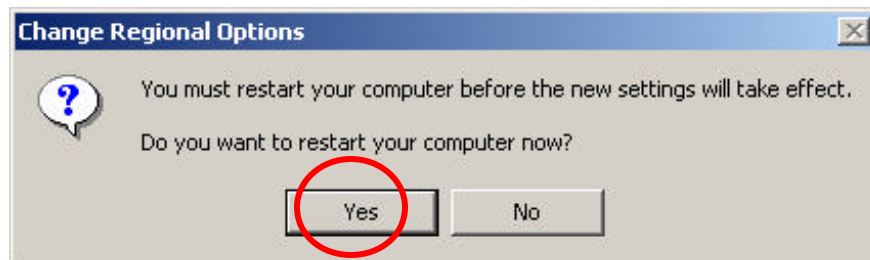
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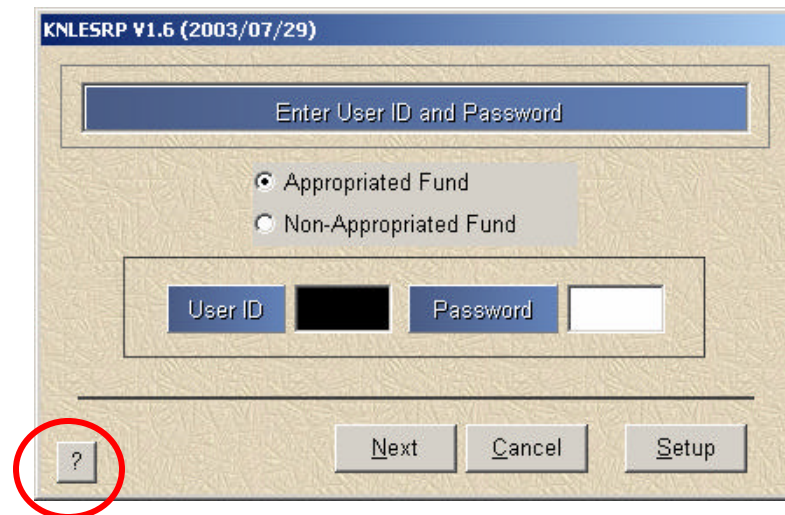F. Click on "Yes" if the following dialog box prompts.

G. Click on "Yes" if the following dialog box prompts. Now, system will restart.

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5. **Lost Password**. If you don't remember your password, click on [?] most left bottom of dialog box.

Put the question and answer that you had entered on "Password" setup screen. And click on "Find" will display your password.